

**Approved**

**Downtown Providence District Management Authority**

**Board of Directors Meeting Minutes**

**June 20, 2013**

## **1. Roll Call**

**Chairman Richard Lappin called the meeting to order at 8:46 a.m.**

**Directors present: Bert Crenca, Joseph DiBattista, Bob Gagliardi, Even Granoff, Susan LaPidus, Richard Lappin, John MacIver and Christopher Placco. (Mr. Granoff had to leave early).**

**Ex Officio Members present: Alan Chille, Leo Perrotta and Lisa Paratore**

**Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager, Frank Zammarelli, Block by Block Operations Manager and Cliff Wood, Director of Downtown Parks Conservancy**

## **2. City of Providence Update**

**Capt. Robert Lepre was not in attendance but submitted a report that was presented by Frank LaTorre. Capt. Lepre's report stated that**

additional police resources have been added in the area of Westminster Street towards Mathewson, Aborn and Washington Streets. He reported that since June 5th 16 arrests have been made in the downtown area including Kennedy Plaza, and on Westminster, Fountain, Weybosset and Empire Streets. On May 18th a bike officer made an arrest in front of Richmond News for possession of a controlled substance. He also reported that the bill to outlaw monkey weed is in committee at the State House and will hopefully pass before the end of the session.

Leo Perrotta reported that the City's brick repair jobs have all been itemized and the repair work is ready to begin. He addressed an issue that occurred over the weekend regarding the Gay Pride Festival regarding the organizers not cleaning and removing trash from the city streets and sidewalks after the event. Leo is aware of the problem and will make recommendations to the Board for changes in the permitting process.

Chris Placco made a motion to send a letter to the City in support of requiring organizations to post a bond when hosting an event in the City. The bond will insure accountability and be an incentive to the organization to clean up and remove all litter and trash generated by the event. Joe DiBattista seconded the motion, and a roll call vote was held as follows:

Director Crenca

**Director DiBattista Yes**

**Yes**

**Director Gagliardi**

**Director LaPidus Yes**

**Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

### **3. Approval of the minutes from the May 16, 2013 meeting**

**Director Bert Creca motioned to approve the minutes from the May 16, 2013 Board Meeting. Director Susan LaPidus seconded the**

**motion and a roll call vote was held as follows:**

**Director Crenca**

**Director DiBattista Yes**

**Yes**

**Director Gagliardi**

**Director LaPidus Yes**

**Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

#### **4. Financial Report**

**Alison Izzi presented the financial statements for May 2013. With one month remaining in fiscal year 2013 almost all expenses are at or below budget and the DID is in a comfortable cash position with**

adequate funds to pay monthly expenses and maintain a reserve. Equity currently includes \$361,001 allocated/reserved and \$137,286 unallocated. Collection procedures are ongoing with 97% of tax assessments collected cumulatively. The assessment bills for FY 2014 will go out the week of June 22nd. The Jim Cooke, from Lefkowitz, Garfinkel, Champi & DeRienzo (LGC&D), has begun the 2013 audit and will present the audit report to the Board at the October 17th board meeting.

Director Bob Gagliardi motioned to accept the May 2013 financial statements, Director Chris Placco seconded the motion, and a roll call vote was held as follows:

Director Crenca

Director DiBattista Yes

Yes

Director Gagliardi

Director LaPidus Yes

Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

**Therefore the motion passed.**

#### **5. Approval and Vote on Fiscal Year 2014 Budget**

**The fiscal year 2014 budget was reviewed and is included as an attachment along with the new assessment rates. It was noted that overall assessment revenue is the same as last year. It was also noted that assessment revenues in each zone are the same as last year. The rates needed to change slightly due to the City's tax revaluations.**

**Director John Macliver motioned to approve the FY 2014 budget, Director Chris Placco seconded the motion, and a roll call vote was held as follows:**

**Director Crenca**

**Director DiBattista Yes**

**Yes**

**Director Gagliardi**

**Director LaPidus Yes**

**Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

#### **6. Approval and Vote on Office Move**

**Dan Baudouin presented a summary proposal regarding consolidating the offices of the DID, The Providence Foundation and The Downtown Providence Parks Conservancy. The summary is attached. The goal is to create an efficient and coordinated working environment with compatible missions, interconnected boards and staff working together. The consolidation is planned for some time in September 2013.**

**Director Bert Crenca motioned to approve the office relocation in accordance with the attached memo and to authorize Chairman Lappin to enter into a lease agreement for office space, Director Chris Placco seconded the motion, and a roll call vote was held as follows:**

**Director Crenca**

**Director DiBattista Yes**

**No**

**Director Gagliardi**

**Director LaPidus Yes**

**Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

**Therefore the motion passed.**

## **7. Report from the Director of Public Space**

**Frank LaTorre reported that the DID continues to help advance the ADA sidewalk project, street paving and street lighting project in the**



**Financial District by lobbying and working with RIDOT, (meeting with Bob Smith from RIDOT May 13), the City of Providence, VHB and Bryant Engineering. In March of 2013, the DID convened a successful organizational meeting with the aforementioned parties. The DID has organized another coordinating meeting of all parties for July 24th. A project scheduled has now been produced. The plans are at the 30% approval state progressing to the 90% mark.**

**Work is ongoing regarding adding color and vibrancy to the downtown gateways with more plantings with an emphasis on incorporating public art. A recent walk around included Bert Crenca and Lynn McCormack of the City's Department of Art, Culture and Tourism to brainstorm as to where to incorporate public art. A meeting is scheduled for June 13th with GLA (Gates Leighton Associates) to continue to develop all aspects of the project including funding strategies. Work also continues on expanding into the Capital Center District. The DID is also continuing lobbying efforts to make infrastructure repairs a priority in the City.**

**Frank co-chairs regularly scheduled DSN (Downtown Security Network) meetings. The DID initiated an idea that is now being pursued by the City, which includes a plan to have a coordinated approach to dealing with and getting help for problem individuals who are chronic criminal offenders, have mental disabilities or are homeless.**

**The DID continues to work with the City on the implementation of the**

**DID's Park Downtown Providence initiative. Communication is ongoing with the City's parking Administrator, Leo Perrotta. A committee has been established by the State (RIDOT) to assist in the traffic management during reconstruction of the I 95 viaduct project. The DID is a member of this committee.**

## **8. Marketing Report**

**Joelle Kanter reported working with the marketing firm NAIL to finalize the content and design of the [bringyourcompanytolife.com](http://bringyourcompanytolife.com) website. The goal is to launch the site and the related marketing campaign late summer or early fall. She reported that WRNI aired 2 interviews related to downtown retail growth. Joelle's interview with Flo Jonic aired on Monday, June 10th and Dan Baudouin's interview with Dan Fallon and Mark Murphy aired on Friday, June 14th. Joelle continues to work with PR consultant, Lisa Carnevale, to promote the positive news about the drop in retail vacancies and the net gain in the number of businesses with a statewide audience. Joelle recently met with sign designer, John Seeley, to review the illustrations that will appear on the backs of the signs and discuss the details of the bidding package. The timing and which organizations will issue bids is still being determined.**

## **9. Downtown Parks Conservancy Report**

**Cliff Wood reported that the Downtown Providence Parks**

**Conservancy is kicking off its summer programming with a Summer Solstice Celebration on the Plaza on Saturday, June 22nd from 3 to 10 PM, also that the Downtown Farmers Market is every Tuesdays from 3 to 6 PM and the Burnside Park Beer Garden Music Series, (starting June 27th) will be every Thursday.**

#### **10. Report from Block by Block**

**Frank Zammarelli reported that all planters, ground gardens and hanging baskets are done and the new banners in Kennedy Plaza banners have been installed. He reported assisting Hotel Providence with a special planting project that was very labor intensive and included planting over 400 plants and trees. His seasonal crew started in early June and is the same as last year. He currently has an open position for a clean team ambassador. One clean team ambassador is still out on a worker's compensation claim due to an injury sustained slipping on ice in February. Frank will begin week eradication next week.**

#### **11. Economic Development**

**Dan Baudouin reported that the City Council passed a tax freeze of the commercial tax rate this year. He thanked Cliff Wood for is involvement in making this happen. Dan also thanked Councilman Seth Yurdin for his support of the tax rate freeze. Bob Gagligardi stated that is was a bold step for the City Council and suggested**

looking at state legislature now that there is City support. Dan reported that a redevelopment agency has been allowed to condemn the Arnold Building, and to find a buyer and rehab the building. Dan reported that the Capital Center expansion is moving forward and he will be meeting property owners and the Providence Place Mall next week. Richard Lappin, Todd Turcotte, Frank LaTorre and Dan Baudouin met with Councilman Hassett, whose ward includes Capital Center. He is very supportive of the expansion.

## **12. Adjournment**

The meeting was adjourned at 9:47 a.m.

Respectfully submitted,

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**